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UPDATE FOR OASIS DOCUMENTATION

June 1979

OASIS: DISSEMINATION CONTROL SUBSYSTEM

A User Manual for DCB/RSD/PSG

NPIC/R-02/79  
February 1979

REVISED PAGES

Destroy old pages. Insert new pages.

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This manual is a functional guide for using the eight CRT displays of the Dissemination Control Subsystem of OASIS. With these displays you can perform most of the functions of the subsystem. For a complete description of the Dissemination Control Subsystem, see, OASIS: Dissemination Control Subsystem, A Reference Manual for DCB/RSD/PSG.

#### ASSUMPTIONS

We assume that those who use this manual know how to operate a Delta Data CRT, have received training provided by the Computer Service Division in the use of the Dissemination Control Subsystem of OASIS and have access to the reference manual for this subsystem.

#### HOW TO USE THIS MANUAL

This manual is organized according to the various functions you will perform. There is a section on each of the following functions:

- \* Generating copy assignments.
- \* Reviewing and editing copy assignments.
- \* Printing receipts.
- \* Maintaining receipt records.
- \* Maintaining address list records.
- \* Maintaining addressee ID records.

There are also sections which cover general guidelines for using a CRT, instructions for getting into the subsystem, printed output and error messages.

At the front of each functional section are facsimiles of the displays you will use to perform that function. Each of these sections is further divided into subfunctions. Instructions for each display you will use to perform a subfunction are listed under the title of the appropriate display.

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INPUT AND REVIEW:

[ - ] MATERIAL DESCRIPTION DATA

[-] COPY ASSIGNMENTS

[-] ERRATA FOR ORIGINAL:

SECURITY CONTROL NUM [-----]

RECEIPT MAINTENANCE:

[-----] RECEIPT NUMBER

[-----] ADDRESSEE

[-] VOID RECEIPT

[ - ] REPRINT RECEIPT

[-] REVIEW RECEIPT

[-] RECEIPT RETURNED

CABLE NUM [-----]

## [ - ] PERIODIC MDF OPERATIONS

[-] OASØ

[-] XMIT

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ENTERING MATERIAL DESCRIPTION DATA

Material Dissemination Options Display

- \* [-----] SECURITY CONTROL NUMBER. Enter new SCN between brackets.
- \* Light pen [-] MATERIAL DESCRIPTION DATA.
- \* Transmit.

Material Description Data Display

\* Required Entries:

[-----] REPORT DATE  
[-----] SECURITY CLASSIFICATION  
[-----] ORIGINATING AGENCY  
TITLE [-----]

- \* Other entries optional. Enter data if you have it.
- \* Light pen [-] UPDATE.
- \* Transmit. Display will reappear showing new data.

ENTERING ERRATA DATA

Material Dissemination Options Display

- \* [-----] SECURITY CONTROL NUMBER. Enter SCN for errata between brackets.
- \* [-] ERRATA FOR ORIGINAL:  
SECURITY CONTROL NUM [-----]
  - Light pen [-] ERRATA FOR ORIGINAL.

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- Enter SCN of original between brackets.

Material Description Data Display

Continue to enter the errata data as you would regular material description data. (See ENTERING MATERIAL DESCRIPTION DATA.)

AUTOMATIC COPY ASSIGNMENTS

Material Dissemination Options Display

Enter material description data if you have not already done so. (See ENTERING MATERIAL DESCRIPTION DATA.)

Material Description Data Display

- \* ADDR LIST [--]. Enter appropriate address list ID number between brackets.
- \* Transmit.

Address List Designation Display

- \* Enter number of copies to be disseminated between brackets next to appropriate report type.
- \* Transmit.

Copy Assignments Display

- \* Review copy assignments to make sure they are correct.
- \* If you have entered more copies than address list calls for, excess copies will not be assigned. You can use this display to assign numbers to excess copies.

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- \* If you have entered fewer copies than address list calls for, copy numbers will be assigned up to total you entered on Address List Designation Display. You can use this display to assign additional copy numbers.

#### MANUAL COPY ASSIGNMENTS (DOMESTIC)

##### Material Dissemination Options Display

Enter material description data if you have not already done so. (See ENTERING MATERIAL DESCRIPTION DATA.)

##### Material Description Data Display

- \* Light pen [-] COPY ASSIGNMENTS.
- \* Transmit.

##### Copy Assignments Display

- \* Type security code, addressee ID number, report type and copy number between brackets under appropriate columns.
- \* For sanitized documents, enter S between brackets in SAN column.
- \* When you have finished entering data, light pen [-] UPDATE.
- \* Transmit. Display will show receipt number for each entry.

#### MANUAL COPY ASSIGNMENTS (FOREIGN)

##### Material Dissemination Options Display

Enter material description data if you have not already done so. (See ENTERING MATERIAL DESCRIPTION DATA.)

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Material Description Data Display

- \* Light pen [-] COPY ASSIGNMENTS.
- \* Transmit.

Copy Assignments Display

- \* Type F000 in space between brackets in ADDRESSEE column.
- \* Enter report type, copy numbers, security code and sanitization code (if appropriate).
- \* Light pen [-] UPDATE.
- \* Transmit. Display will reappear but will not show receipt number. Data will be stored until Foreign Approval List has been printed. Foreign Approval List will then go to TCO for processing.

Copy Assignments Display (After TCO Approval)

- \* Enter the address ID number over F000.
- \* Enter rest of data between brackets in appropriate columns.
- \* Light pen [-] UPDATE.
- \* Transmit. Display will reappear showing receipt numbers for new entries.

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```
* * * * *
*
* MATERIAL DISSEMINATION OPTIONS
*
* INPUT AND REVIEW:
* [-----] SECURITY CONTROL NUMBER
*   [-] MATERIAL DESCRIPTION DATA
*   [-] COPY ASSIGNMENTS
*   [-] ERRATA FOR ORIGINAL:
*       SECURITY CONTROL NUM [-----]
*
* RECEIPT MAINTENANCE:
* [-----] RECEIPT NUMBER
* [----] ADDRESSEE
*   [-] VOID RECEIPT
*   [-] REPRINT RECEIPT
*   [-] REVIEW RECEIPT
*   [-] RECEIPT RETURNED
*       CABLE NUM [-----]
*
*   [-] PERIODIC MDF OPERATIONS
*
*   [-] OASØ
*
*   [-] XMIT
*
* * * * *
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MATERIAL DESCRIPTION DATA

ERRATA? XXX

[---] COUNTRY CODE

TITLE [-----]

[-] XMIT

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* * * * *
```

```
PERIODIC MDF OPERATIONS
```

```
PRINT RECEIPTS FOR:
```

```
    [-] ALL DOMESTIC
```

```
    [-] ALL FOREIGN
```

```
    [----] ADDRESSEE
```

```
[-] PRINT FOREIGN APPROVAL LIST
```

```
ADDRESSEE INFORMATION:
```

```
    [-] ADDRESSEE ID LIST
```

```
        [---] ADDRESSEE
```

```
        [-] ALL
```

```
    [-] ADDRESS LIST
```

```
        [--] ADDRESS LIST
```

```
[-] OASØ      [-] MDFØ
```

```
[-] XMIT
```

```
* * * * *
```

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```

* * * * *
*                                     TOP SECRET
*
*                                     RECEIPT REVIEW
*                                     PAGE XX OF XX
*
* RECEIPT NUMBER  XXXXXXXXX          DATE DISSEMINATED  XXXXXX
*
* ADDRESSEE       XXXX                CABLE NUMBER/RETURN RECEIPT  XXXXXXXXX
*
* SEC CNTL NUMBER  XXXXXXXXXXXXX      REPORT TYPE          XXXXXX
* [-]              XXXXXXXXXXXXX      XXXXXX              XXXXXX
*      .            .                  .                    .
*      .            .                  .                    .
*      .            .                  .                    .
*
*                                     GO TO PG[--] PG  [-]FW [-]BK
*                                     [-] XMIT
*
*                                     TOP SECRET
* * * * *

```

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PRINTING ROUTINE RECEIPTS

Periodic MDF Operations Display

\* To print receipts for all domestic addressees:

- Light pen [-] ALL DOMESTIC.
- Transmit. Following message will appear in second line of display when receipts are being printed: RECEIPTS INITIATED.

\* To print receipts for all foreign addressees:

- Light pen [-] ALL FOREIGN.
- Transmit. Following message will appear in second line of display when receipts are being printed: RECEIPTS INITIATED.

\* To print a receipt for a specific addressee:

- [----] ADDRESSEE. Enter appropriate addressee ID number between brackets.
- Transmit. Following message will appear in second line of display when receipt is being printed: RECEIPTS INITIATED.

\* To print a foreign approval list:

- Light pen [-] PRINT FOREIGN APPROVAL LIST.
- Transmit. Following message will appear in second line of display when list is being printed: RECEIPTS INITIATED.

PRINTING PRIORITY RECEIPTS

Material Dissemination Options Display

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Enter material description data. (See ENTERING MATERIAL DESCRIPTION DATA.)

Material Description Data Display

Enter material description data. (See ENTERING MATERIAL DESCRIPTION DATA.)

Copy Assignments Display

- \* Enter copy assignment data. [(See MANUAL COPY ASSIGNMENTS (DOMESTIC) or MANUAL COPY ASSIGNMENTS (FOREIGN)].
- \* Jot down receipt number of item to be disseminated on priority basis.
- \* Light pen [-] MDFØ.
- \* Transmit.

Material Dissemination Options Display

- \* [-----] RECEIPT NUMBER. Enter receipt number you jotted down.
- \* [----] ADDRESSEE. Enter addressee ID number of receipt between brackets.
- \* Light pen [-] REVIEW RECEIPT.
- \* Transmit.

Receipt Review Display

- \* Light pen item or items you wish to include on priority receipt.
- \* Light pen [-] NEW RECEIPT.
- \* Transmit. Item(s) will be deleted from original receipt and entered on priority receipt. Priority receipt will be assigned new receipt number and printed.

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INPUT AND REVIEW:

[-----] SECURITY CONTROL NUMBER

[-] MATERIAL DESCRIPTION DATA

[ - ] COPY ASSIGNMENTS

[ - ] ERRATA FOR ORIGINAL:

SECURITY CONTROL NUM [-----]

## RECEIPT MAINTENANCE:

[-----] RECEIPT NUMBER

[-----] ADDRESSEE

[-] VOID RECEIPT

[-] REPRINT RECEIPT

[ - ] REVIEW RECEIPT

[ - ] RECEIPT RETURNED

CABLE NUM [-----]

## [-] PERIODIC MDF OPERATIONS

[-] OASØ

[-] XMIT

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MARKING RECEIPTS RETURNED (DOMESTIC)

Material Dissemination Options Display

- \* [-----] RECEIPT NUMBER. Enter number of receipt you wish to mark returned between brackets.
- \* [----] ADDRESSEE. Enter addressee ID number of receipt you wish to mark returned between brackets.
- \* Light pen [-] RECEIPT RETURNED.
- \* Transmit. Following message will appear on second line of display when operation is complete: RETURN RECEIPT COMPLETED.

MARKING RECEIPTS RETURNED (FOREIGN)

Material Dissemination Options Display

- \* [-----] RECEIPT NUMBER. Enter number of receipt you wish to mark returned between brackets.
- \* [----] ADDRESSEE. Enter addressee ID number of receipt you wish to mark returned between brackets.
- \* Light pen [-] RECEIPT RETURNED.
- \* CABLE NUM [-----]. Enter number of cable that acknowledges receipt of item.
- \* Transmit. Following message will appear on second line of display when operation is complete: RETURN RECEIPT COMPLETED.

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VOIDING A RECEIPT

Material Dissemination Options Display

- \* [-----] RECEIPT NUMBER. Enter number of receipt you wish to void between brackets.
- \* [----] ADDRESSEE. Enter addressee ID number of receipt you wish to void between brackets.
- \* Light pen [-] VOID RECEIPT.
- \* Transmit. Following message will appear on second line of display when operation is complete: VOID COMPLETED.

REPRINTING A RECEIPT

Material Dissemination Options Display

- \* [-----] RECEIPT NUMBER. Enter number of receipt you wish to reprint between brackets.
- \* [----] ADDRESSEE. Enter addressee ID number of receipt you wish to reprint between brackets.
- \* Light pen [-] REPRINT RECEIPT.
- \* Transmit. Following message will appear on second line of display when reprint has been initiated: RECEIPTS INITIATED.

REVIEWING A RECEIPT

Material Dissemination Options Display

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- \* [-----] RECEIPT NUMBER. Enter number of receipt you wish to review between brackets. If you do not enter a receipt number, the last receipt for this addressee will be displayed.
- \* [----] ADDRESSEE. Enter addressee ID number of receipt you wish to review between brackets.
- \* Light pen [-] REVIEW RECEIPT.
- \* Transmit.

Receipt Review Display

This display is for review only.

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```
* * * * *
```

```
PERIODIC MDF OPERATIONS
```

```
PRINT RECEIPTS FOR:
```

```
    [-] ALL DOMESTIC
```

```
    [-] ALL FOREIGN
```

```
    [----] ADDRESSEE
```

```
[-] PRINT FOREIGN APPROVAL LIST
```

```
ADDRESSEE INFORMATION:
```

```
    [-] ADDRESSEE ID LIST
```

```
        [---] ADDRESSEE
```

```
        [-] ALL
```

```
    [-] ADDRESS LIST
```

```
        [--] ADDRESS LIST
```

```
[-] OASØ           [-] MDFØ
```

```
[-] XMIT
```

```
* * * * *
```

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#### CREATING A NEW ADDRESS LIST

##### Periodic MDF Operations Display

- \* Light pen [-] ADDRESS LIST.
- \* [--] ADDRESS LIST. Enter new address list ID number between brackets.
- \* Transmit.

##### Build Address List Display

- \* Enter addressee ID number, report type and number of copies between brackets.
- \* Light pen [-] UPDATE.
- \* Transmit.
- \* If you need additional lines at bottom of list:
  - Light pen bracket next to last line on list.
  - Light pen [-] ADD.
  - Transmit.

You can only add one blank line at a time. Enter appropriate data on blank line and transmit. Repeat this procedure until list is complete.

#### REVIEWING AND EDITING ADDRESS LISTS

##### Periodic MDF Operations Display

- \* Light pen [-] ADDRESS LIST.

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\* [--] ADDRESS LIST. Enter ID number of address list you wish to edit or review.

\* Transmit.

Build Address List

\* To edit:

- Type correct data over incorrect data.
- Light pen [-] UPDATE.
- Transmit. Display will reappear showing corrected data.

\* To insert new addressees on list:

- Light pen brackets on line directly above place you wish to insert addressee.
- Light pen [-] ADD.
- Transmit.

You can only add one blank line at a time. Enter appropriate data on blank line and transmit. Repeat this procedure to insert additional addressees (if any).

\* To delete one or more addressees:

- Light pen brackets next to addressee(s) you wish to delete.
- Light pen [-] DELETE.
- Transmit. Display will reappear with selected addressee(s) deleted.

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\* To delete complete address list:

- Light pen [-] DELETE LIST.
- Transmit. Periodic MDF Operations Display will be displayed.

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ADDING A NEW ADDRESSEE

Periodic MDF Operations Display

- \* Light pen [-] ADDRESSEE ID LIST.
- \* Light pen [-] ALL.
- \* Transmit.

Addressee Identification Display

- \* Enter addressee ID number and addressee name between brackets.
- \* If addressee is foreign, you must enter pouch prefix.
- \* Enter room number and location. These are optional entries for both foreign and domestic addressees.
- \* Light pen [-] UPDATE.
- \* Transmit. Display will reappear showing new data.

REVIEWING AND EDITING ADDRESSEE ID LISTS

Periodic MDF Operations Display

- \* Light pen [-] ADDRESSEE ID LIST.
- \* Light pen [-] ALL.
- \* Transmit.

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Addressee Identification Display

\* To edit:

- Type correct data over incorrect data. Make as many changes as necessary.
- Light pen [-] UPDATE.
- Transmit. Display will reappear showing corrected data.

\* To delete addressees from file:

- Light pen brackets next to addressee you wish to delete. You may light pen more than one.
- Light pen [-] DELETE.
- Transmit. Display will reappear with data deleted.

\* To add blank lines to page:

- Light pen [-] ADD [--].
- Type number of lines you wish to add between brackets.
- Transmit. Display will reappear with additional blank lines. Enter data on blank line before you transmit page again.

REVIEWING DATA ON A SINGLE ADDRESSEE

Periodic MDF Operations Display

- \* Light pen [-] ADDRESSEE ID LIST.

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Samples and procedures for obtaining various kinds of printed output are included in OASIS: Dissemination Control Subsystem, A Reference Manual for DCB/RSD/PSG.

#### AUTOMATIC OUTPUT

Automatic output is printed in DCB and consists of:

- \* Domestic Receipts.
- \* Foreign Receipts.
- \* Receipt Generations Summaries.
- \* Foreign Approval Lists.

#### QLP AND BATCH OUTPUT

This output is printed in COB/CSD upon request. To obtain any of the output listed below, submit an Operations Branch Work Request [Form 1125 (6-78)] to COB.

##### Output With an Immediate Response Requirement

A Special Purpose Report is the only type of output with an immediate response requirement.

##### Output With an Overnight Response Requirement

There are five types of output with an overnight response requirement:

- \* General Dissemination Summary Reports.

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- \* Foreign Release Reports.
- \* Address List Reports.
- \* Addressee Identification Lists.
- \* Tracer Notices.

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